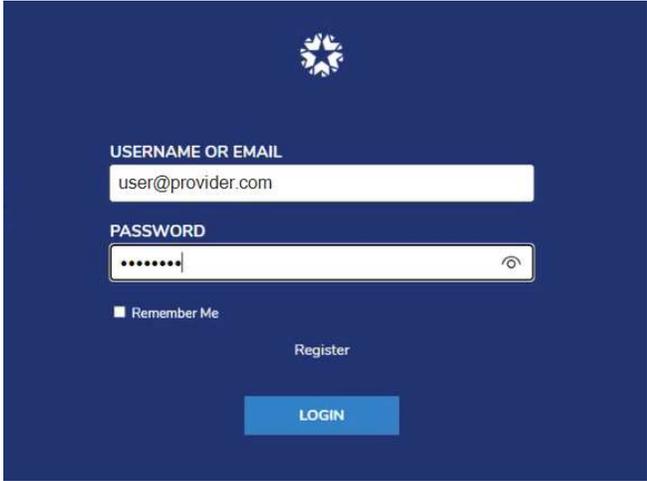
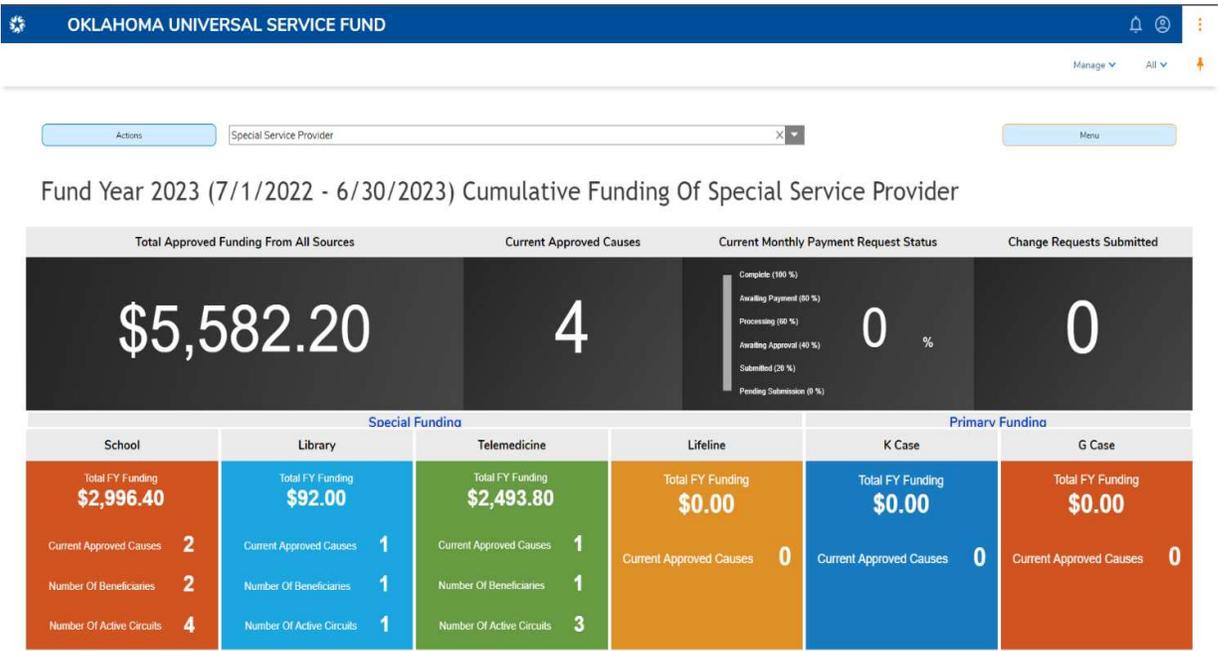
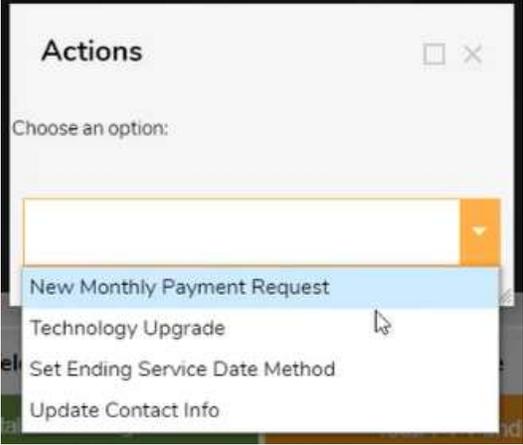
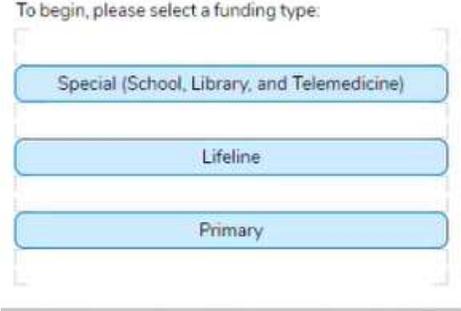
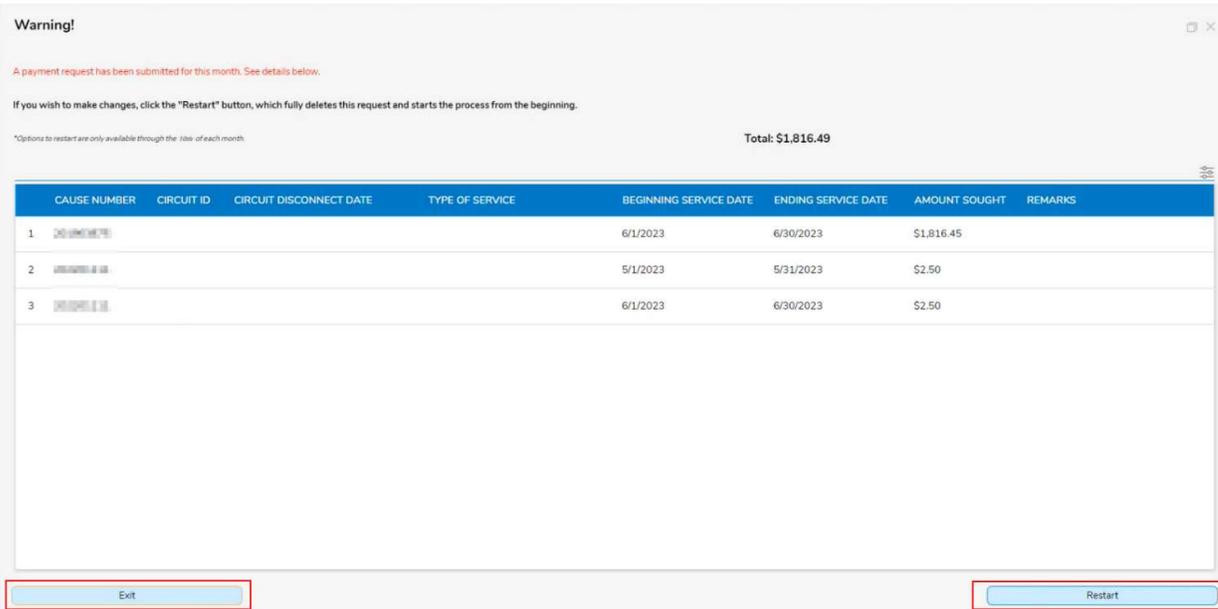
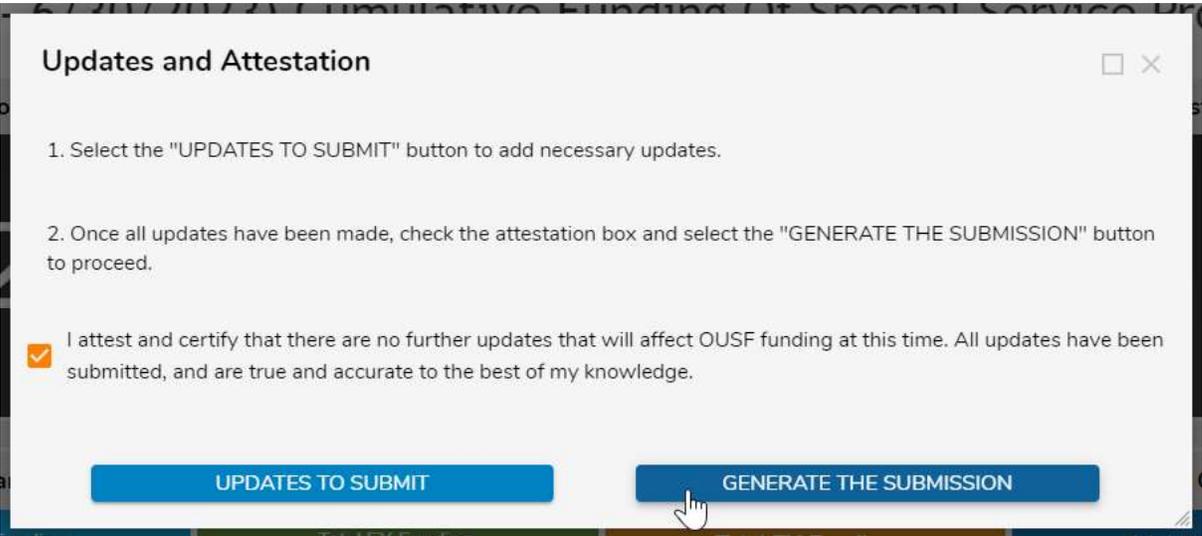


Training Handout: General MPR Submission

Overview: The following training handout reviews step-by-step instructions on how to submit an MPR – Special Funding, Primary Funding, or Lifeline Funding.

Step	Action																																																				
1.	Login: https://occ.decisions.com/ 																																																				
2.	Provider Dashboard/Home will automatically open upon login.  <table border="1" data-bbox="272 1398 1442 1822"> <thead> <tr> <th colspan="2">Total Approved Funding From All Sources</th> <th colspan="2">Current Approved Causes</th> <th colspan="2">Current Monthly Payment Request Status</th> <th colspan="2">Change Requests Submitted</th> </tr> </thead> <tbody> <tr> <td colspan="2">\$5,582.20</td> <td colspan="2">4</td> <td colspan="2">0 %</td> <td colspan="2">0</td> </tr> </tbody> </table> <table border="1" data-bbox="272 1583 1442 1822"> <thead> <tr> <th colspan="3">Social Funding</th> <th colspan="3">Primary Funding</th> </tr> <tr> <th>School</th> <th>Library</th> <th>Telemedicine</th> <th>Lifeline</th> <th>K Case</th> <th>G Case</th> </tr> </thead> <tbody> <tr> <td>Total FY Funding \$2,996.40</td> <td>Total FY Funding \$92.00</td> <td>Total FY Funding \$2,493.80</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> </tr> <tr> <td>Current Approved Causes: 2</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> </tr> <tr> <td>Number Of Beneficiaries: 2</td> <td>Number Of Beneficiaries: 1</td> <td>Number Of Beneficiaries: 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number Of Active Circuits: 4</td> <td>Number Of Active Circuits: 1</td> <td>Number Of Active Circuits: 3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Total Approved Funding From All Sources		Current Approved Causes		Current Monthly Payment Request Status		Change Requests Submitted		\$5,582.20		4		0 %		0		Social Funding			Primary Funding			School	Library	Telemedicine	Lifeline	K Case	G Case	Total FY Funding \$2,996.40	Total FY Funding \$92.00	Total FY Funding \$2,493.80	Total FY Funding \$0.00	Total FY Funding \$0.00	Total FY Funding \$0.00	Current Approved Causes: 2	Current Approved Causes: 1	Current Approved Causes: 1	Current Approved Causes: 0	Current Approved Causes: 0	Current Approved Causes: 0	Number Of Beneficiaries: 2	Number Of Beneficiaries: 1	Number Of Beneficiaries: 1				Number Of Active Circuits: 4	Number Of Active Circuits: 1	Number Of Active Circuits: 3			
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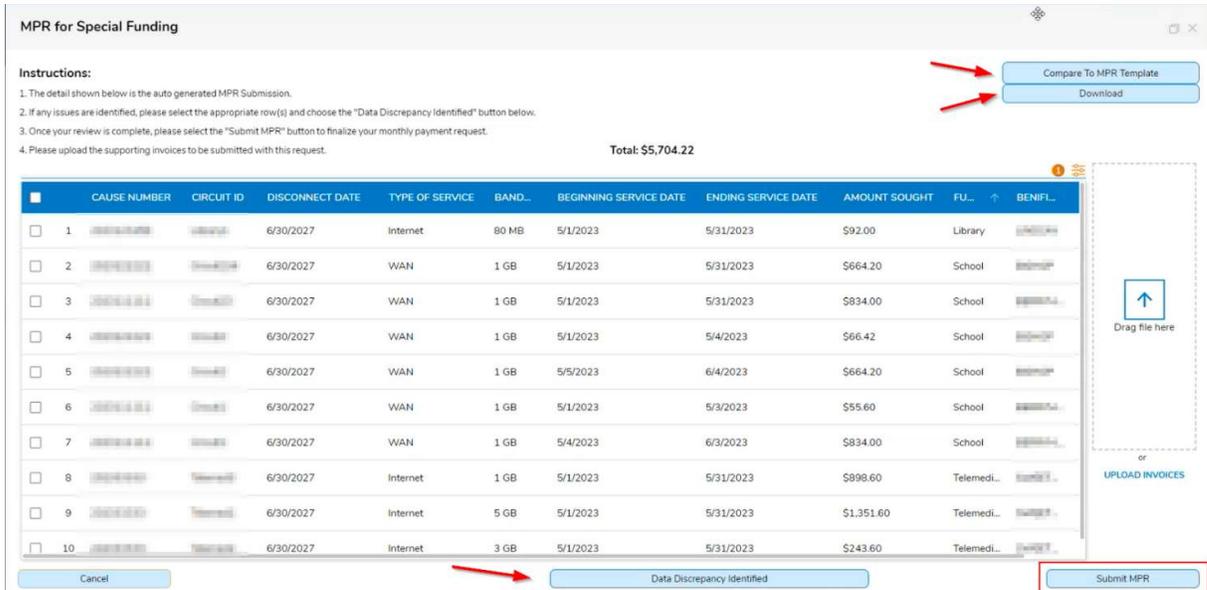
Step	Action
3.	Navigate to "Actions" 
4.	Select "New Monthly Payment Request" 
5.	If a provider has multiple funding types, an option to select the correct type will pop up automatically: Select the applicable funding type. 
6.	<p>NOTE: If an MPR has already been submitted for the period, a warning screen will be generated.</p> <p>Options are available to make no changes to the submitted MPR or edit the submitted MPR:</p> <ul style="list-style-type: none"> • Exit the warning screen (no changes will be made), or • To make changes to the submitted MPR, select "Restart" to fully delete the request, and start the submission process from the beginning.

Step	Action
	<p>NOTE: The option to restart is only available through the 10th day of the month unless the 10th falls on a weekend or holiday, and submission will be allowed through the following business day.</p> 
7.	<p>Attest and certify that no further updates need to be made and generate the submission by checking the attestation box and selecting "GENERATE THE SUBMISSION."</p> 

Special Funding MPR Submission – School, Library, Telemedicine

1. Navigate to different options. Options available are:

- [Compare to MPR Template](#)
- [Download](#)
- [Data Discrepancy Identified](#)



MPR for Special Funding

Instructions:

- The detail shown below is the auto generated MPR Submission.
- If any issues are identified, please select the appropriate row(s) and choose the "Data Discrepancy Identified" button below.
- Once your review is complete, please select the "Submit MPR" button to finalize your monthly payment request.
- Please upload the supporting invoices to be submitted with this request.

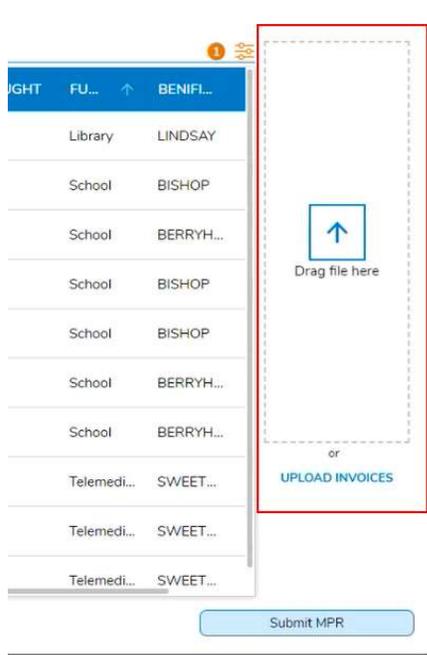
Total: \$5,704.22

CAUSE NUMBER	CIRCUIT ID	DISCONNECT DATE	TYPE OF SERVICE	BAND...	BEGINNING SERVICE DATE	ENDING SERVICE DATE	AMOUNT SOUGHT	FU...	BENIFL...
1		6/30/2027	Internet	80 MB	5/1/2023	5/31/2023	\$92.00	Library	
2		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$664.20	School	
3		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$834.00	School	
4		6/30/2027	WAN	1 GB	5/1/2023	5/4/2023	\$66.42	School	
5		6/30/2027	WAN	1 GB	5/5/2023	6/4/2023	\$664.20	School	
6		6/30/2027	WAN	1 GB	5/1/2023	5/3/2023	\$55.60	School	
7		6/30/2027	WAN	1 GB	5/4/2023	6/3/2023	\$834.00	School	
8		6/30/2027	Internet	1 GB	5/1/2023	5/31/2023	\$998.60	Telemedi...	
9		6/30/2027	Internet	5 GB	5/1/2023	5/31/2023	\$1,351.60	Telemedi...	
10		6/30/2027	Internet	3 GB	5/1/2023	5/31/2023	\$243.60	Telemedi...	

Buttons: Cancel, Data Discrepancy Identified, Submit MPR

Drag file here or UPLOAD INVOICES

2. If invoices are required for the MPR submission, the following prompt will appear. Simply drag and drop invoices into the box (highlighted red below).



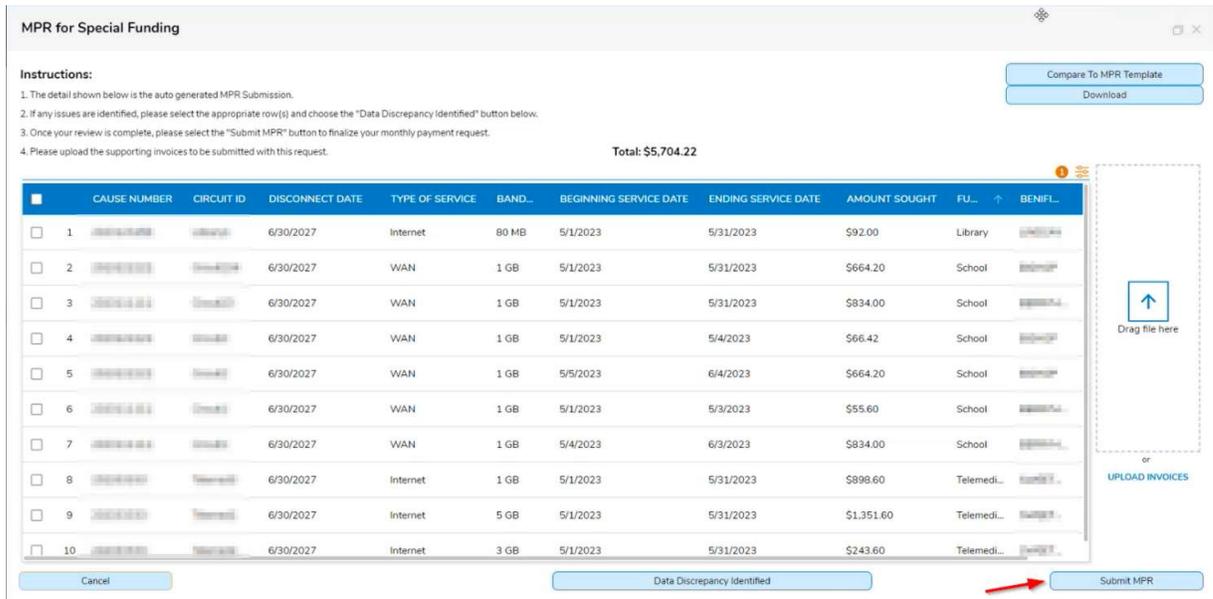
MPR for Special Funding

BENIFL...	FU...
LINDSAY	
BISHOP	
BERRYH...	
BISHOP	
BISHOP	
BERRYH...	
BERRYH...	
SWEET...	
SWEET...	
SWEET...	

Drag file here or UPLOAD INVOICES

Submit MPR

3. Select "Submit MPR", once ready:



MPR for Special Funding

Instructions:

- The detail shown below is the auto generated MPR Submission.
- If any issues are identified, please select the appropriate row(s) and choose the "Data Discrepancy Identified" button below.
- Once your review is complete, please select the "Submit MPR" button to finalize your monthly payment request.
- Please upload the supporting invoices to be submitted with this request.

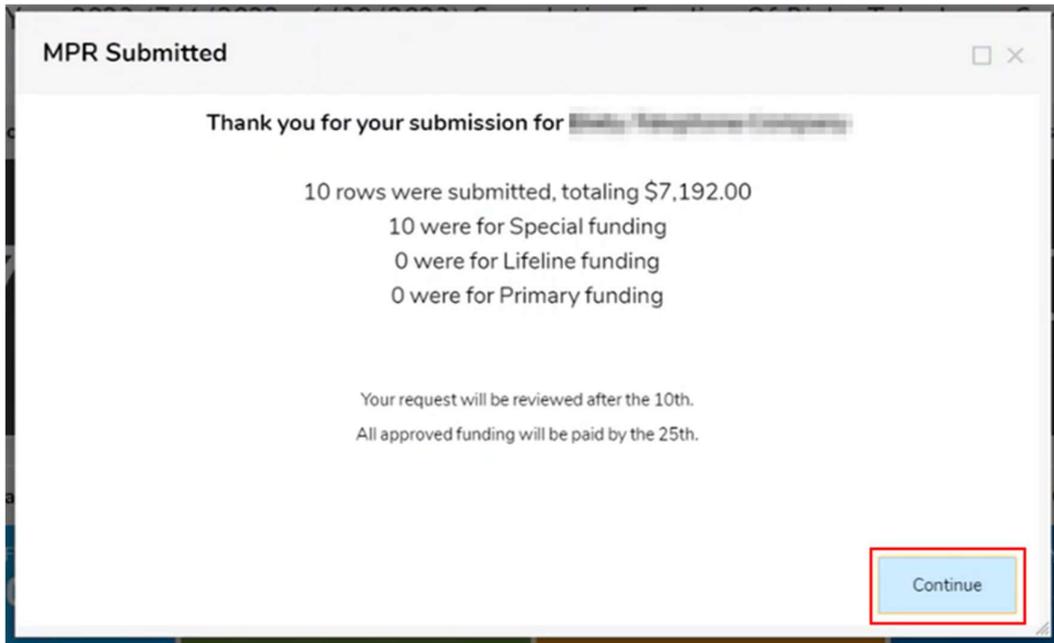
Total: \$5,704.22

CAUSE NUMBER	CIRCUIT ID	DISCONNECT DATE	TYPE OF SERVICE	BAND...	BEGINNING SERVICE DATE	ENDING SERVICE DATE	AMOUNT SOUGHT	FU...	BENIFL...
1		6/30/2027	Internet	80 MB	5/1/2023	5/31/2023	\$92.00	Library	
2		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$664.20	School	
3		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$834.00	School	
4		6/30/2027	WAN	1 GB	5/1/2023	5/4/2023	\$66.42	School	
5		6/30/2027	WAN	1 GB	5/5/2023	6/4/2023	\$664.20	School	
6		6/30/2027	WAN	1 GB	5/1/2023	5/3/2023	\$55.60	School	
7		6/30/2027	WAN	1 GB	5/4/2023	6/3/2023	\$834.00	School	
8		6/30/2027	Internet	1 GB	5/1/2023	5/31/2023	\$898.60	Telemedi...	
9		6/30/2027	Internet	5 GB	5/1/2023	5/31/2023	\$1,351.60	Telemedi...	
10		6/30/2027	Internet	3 GB	5/1/2023	5/31/2023	\$243.60	Telemedi...	

Buttons: Cancel, Data Discrepancy Identified, **Submit MPR** (highlighted with red arrow), Compare To MPR Template, Download, Drag file here, UPLOAD INVOICES

4. After submission, the MPR Summary Box will pop up.

- Press Continue to complete. It will automatically take you back to the main dashboard.



MPR Submitted

Thank you for your submission for [redacted]

10 rows were submitted, totaling \$7,192.00
 10 were for Special funding
 0 were for Lifeline funding
 0 were for Primary funding

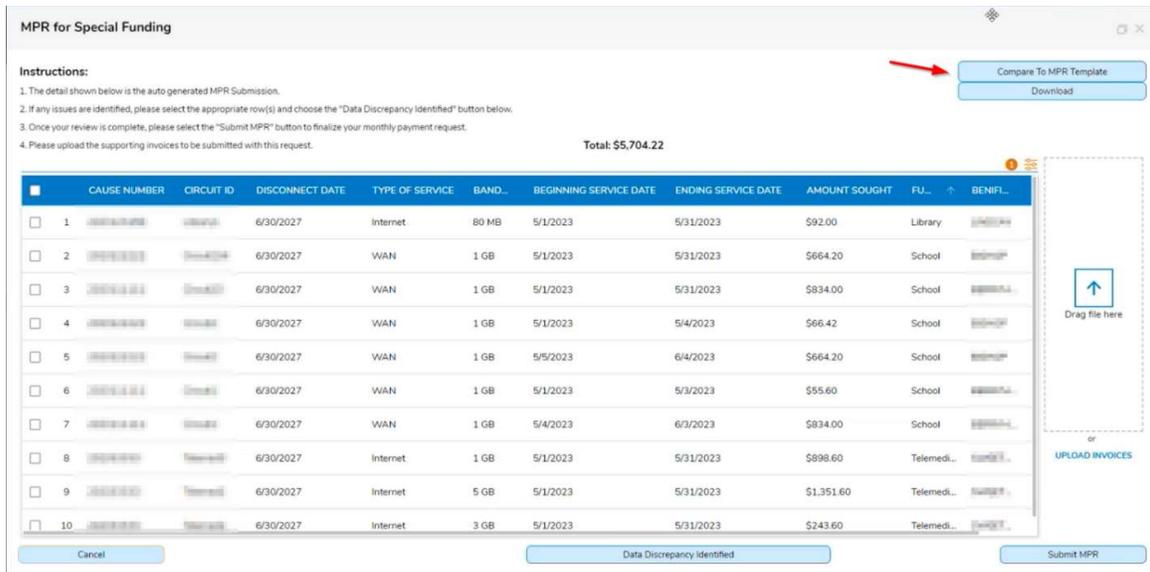
Your request will be reviewed after the 10th.
 All approved funding will be paid by the 25th.

Continue (highlighted with red box)

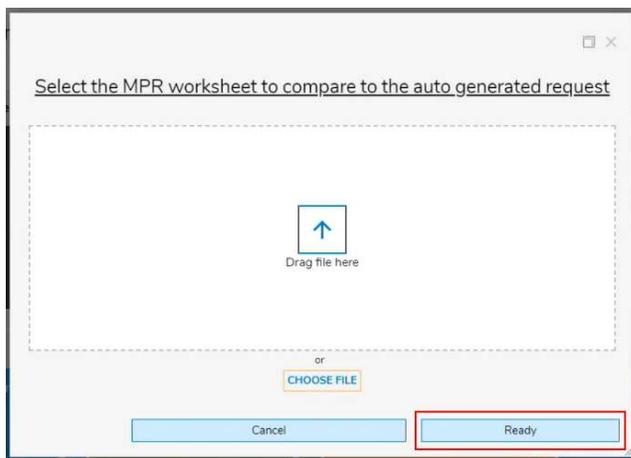
OPTIONAL: HOW TO COMPARE PROVIDER'S MPR TEMPLATE TO DECISIONS MPR:

While the goal is for the MPR worksheet to match the auto-generated request, we have provided two reconciliation options to compare any differences.

1. Select "Compare to MPR Template"



2. Upload the desired MPR worksheet to compare to the auto-generated request.
 - Select "Ready" once the upload is complete.

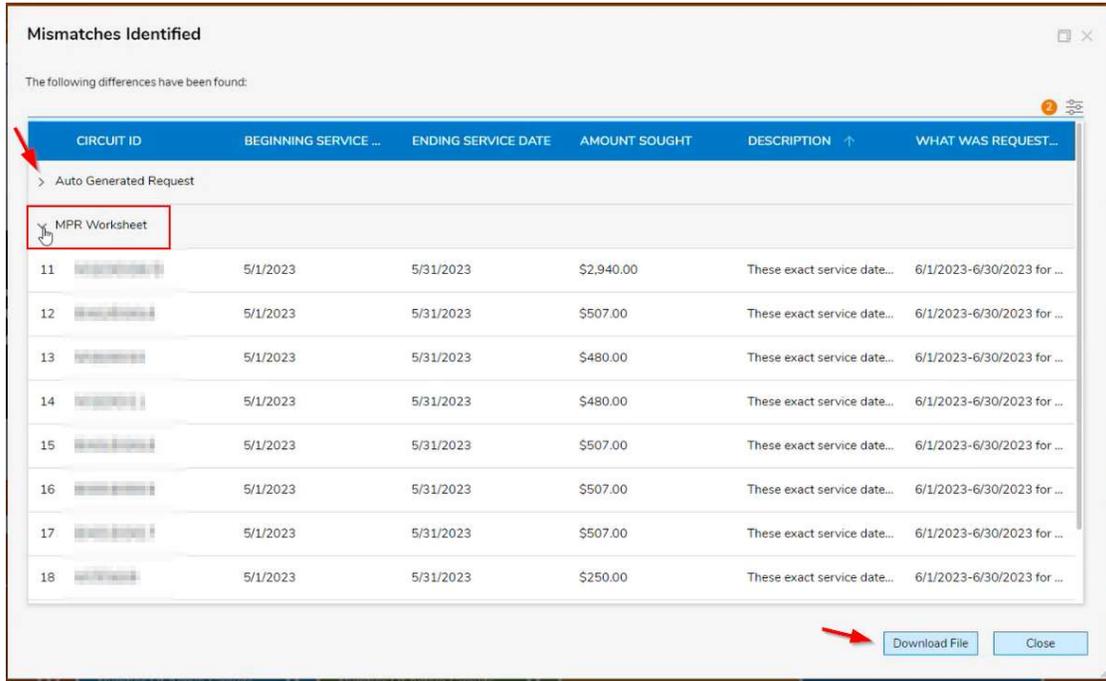


3. Two reconciliations are completed, displaying the differences between your MPR and the Auto-Generated Request (see red boxes/arrows in screenshots below):

1. **Auto-Generated Request** lists all items on the generated request that do not match the uploaded MPR file. The Description column gives details as to what the mismatch is. The What Was Requested column lists out everything that was requested on the MPR worksheet.
2. **MPR Worksheet** lists all items on the MPR worksheet that do not match the auto-generated request. The Description column gives details as to what

the mismatch is. The What Was Requested column lists out everything that was requested on the MPR worksheet.

- Select "Download File" to download an Excel version of the differences found.



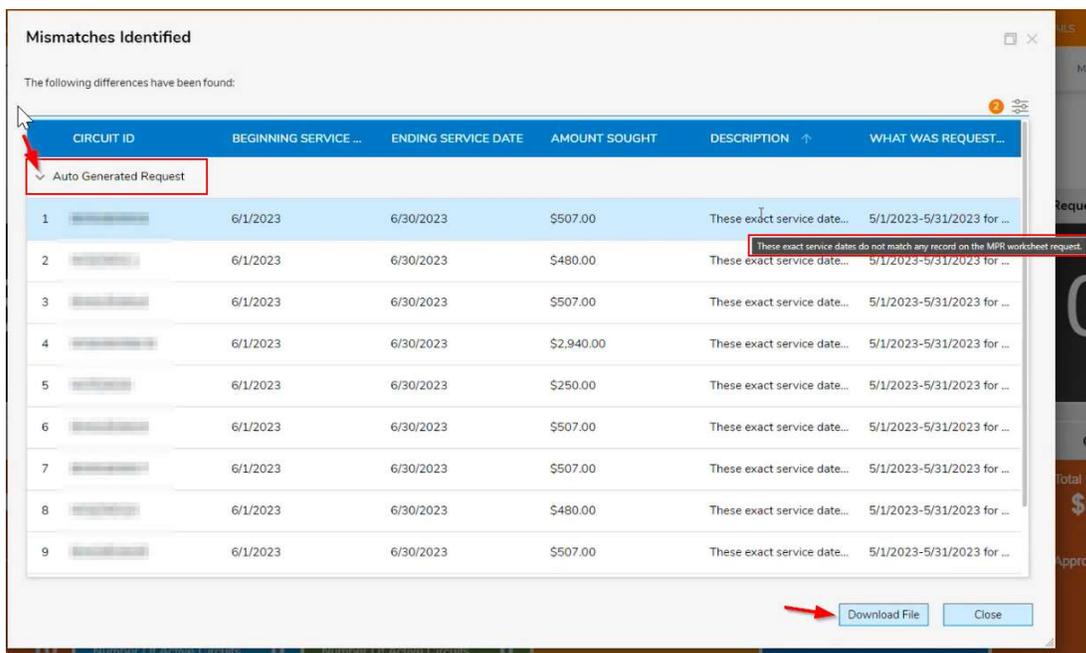
Mismatches Identified

The following differences have been found:

CIRCUIT ID	BEGINNING SERVICE ...	ENDING SERVICE DATE	AMOUNT SOUGHT	DESCRIPTION ↑	WHAT WAS REQUEST...
Auto Generated Request					
MPR Worksheet					
11	5/1/2023	5/31/2023	\$2,940.00	These exact service date...	6/1/2023-6/30/2023 for ...
12	5/1/2023	5/31/2023	\$507.00	These exact service date...	6/1/2023-6/30/2023 for ...
13	5/1/2023	5/31/2023	\$480.00	These exact service date...	6/1/2023-6/30/2023 for ...
14	5/1/2023	5/31/2023	\$480.00	These exact service date...	6/1/2023-6/30/2023 for ...
15	5/1/2023	5/31/2023	\$507.00	These exact service date...	6/1/2023-6/30/2023 for ...
16	5/1/2023	5/31/2023	\$507.00	These exact service date...	6/1/2023-6/30/2023 for ...
17	5/1/2023	5/31/2023	\$507.00	These exact service date...	6/1/2023-6/30/2023 for ...
18	5/1/2023	5/31/2023	\$250.00	These exact service date...	6/1/2023-6/30/2023 for ...

Download File Close

- **NOTE:** The description column specifies the exact difference detected.



Mismatches Identified

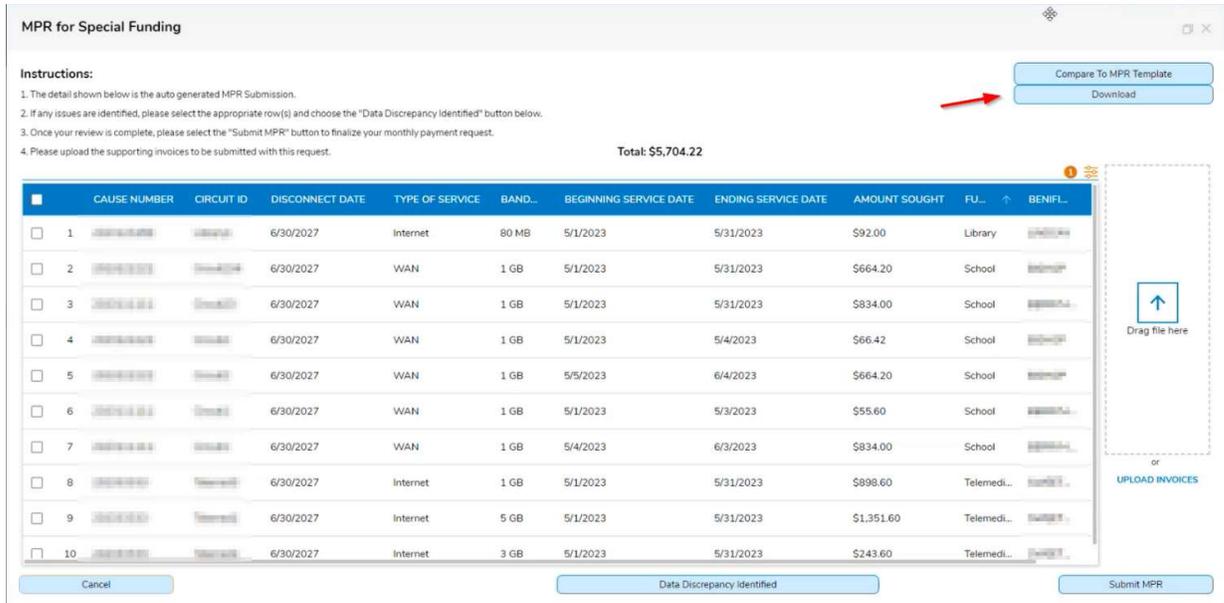
The following differences have been found:

CIRCUIT ID	BEGINNING SERVICE ...	ENDING SERVICE DATE	AMOUNT SOUGHT	DESCRIPTION ↑	WHAT WAS REQUEST...
Auto Generated Request					
1	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...
2	6/1/2023	6/30/2023	\$480.00	These exact service date...	5/1/2023-5/31/2023 for ...
3	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...
4	6/1/2023	6/30/2023	\$2,940.00	These exact service date...	5/1/2023-5/31/2023 for ...
5	6/1/2023	6/30/2023	\$250.00	These exact service date...	5/1/2023-5/31/2023 for ...
6	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...
7	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...
8	6/1/2023	6/30/2023	\$480.00	These exact service date...	5/1/2023-5/31/2023 for ...
9	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...

Download File Close

OPTIONAL: HOW TO DOWNLOAD GENERATED MPR

1. Select "Download" for an Excel version of the MPR that has been generated.



MPR for Special Funding

Instructions:

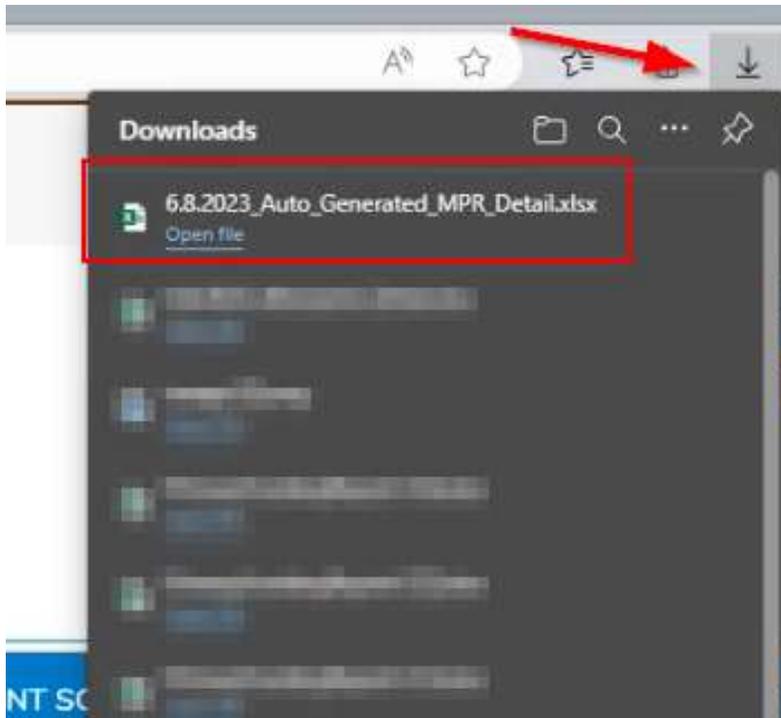
1. The detail shown below is the auto generated MPR Submission.
2. If any issues are identified, please select the appropriate row(s) and choose the "Data Discrepancy Identified" button below.
3. Once your review is complete, please select the "Submit MPR" button to finalize your monthly payment request.
4. Please upload the supporting invoices to be submitted with this request.

Total: \$5,704.22

CAUSE NUMBER	CIRCUIT ID	DISCONNECT DATE	TYPE OF SERVICE	BAND...	BEGINNING SERVICE DATE	ENDING SERVICE DATE	AMOUNT SOUGHT	FU...	BENIFL...
1		6/30/2027	Internet	80 MB	5/1/2023	5/31/2023	\$92.00	Library	
2		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$664.20	School	
3		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$834.00	School	
4		6/30/2027	WAN	1 GB	5/1/2023	5/4/2023	\$66.42	School	
5		6/30/2027	WAN	1 GB	5/5/2023	6/4/2023	\$664.20	School	
6		6/30/2027	WAN	1 GB	5/1/2023	5/3/2023	\$55.60	School	
7		6/30/2027	WAN	1 GB	5/4/2023	6/3/2023	\$834.00	School	
8		6/30/2027	Internet	1 GB	5/1/2023	5/31/2023	\$898.60	Telemedi...	
9		6/30/2027	Internet	5 GB	5/1/2023	5/31/2023	\$1,351.60	Telemedi...	
10		6/30/2027	Internet	3 GB	5/1/2023	5/31/2023	\$243.60	Telemedi...	

Buttons: Cancel, Data Discrepancy Identified, Submit MPR

2. Open your computer's Downloads Folder to access the auto generated MPR in an Excel format.



Downloads

6.8.2023_Auto_Generated_MPR_Detail.xlsx
Open file

HOW TO NOTIFY OUSF OF DATA DISCREPANCY:

1.
 1. Select the Circuit(s) that have discrepancies by checking the boxes on the left-hand side of each line item.
 - **NOTE:** Only check the boxes of the line items that have discrepancies.
 2. Select "Data Discrepancy Identified"

MPR for Special Funding

Instructions:

1. The detail shown below is the auto generated MPR Submission.
2. If any issues are identified, please select the appropriate row(s) and choose the "Notify OUSF of Data Discrepancy" button below.
3. Once your review is complete, please select the "Submit MPR" button to finalize your monthly payment request.

Compare To MPR Template
Download

Total: \$7,192.00

	CAUSE NUMBER	CIRCUIT ID	CIRCUIT DISCONNECT DATE	TYPE OF SERVICE	BEGINNING SERVICE DATE	ENDING SERVICE DATE	AMOUNT SOUGHT	REMARKS	FUNDING TYPE
<input type="checkbox"/>	1		6/30/2025	WAN	6/1/2023	6/30/2023	\$507.00		School
<input type="checkbox"/>	2		6/30/2023	WAN	6/1/2023	6/30/2023	\$480.00		School
<input checked="" type="checkbox"/>	3		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School
<input type="checkbox"/>	4		6/30/2026	Internet	6/1/2023	6/30/2023	\$2,940.00		School
<input type="checkbox"/>	5		6/30/2023	Internet	6/1/2023	6/30/2023	\$250.00		School
<input checked="" type="checkbox"/>	6		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School
<input type="checkbox"/>	7		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School
<input type="checkbox"/>	8		6/30/2023	WAN	6/1/2023	6/30/2023	\$480.00		School
<input type="checkbox"/>	9		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School
<input type="checkbox"/>	10		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School

Cancel Data Discrepancy Identified Submit MPR

2.
 1. Enter a Provider Comment applicable to the selected Circuit ID(s).
 - a. Example in the screenshot below: "The Bandwidth is 500MB."
 2. Upload a file to "Supporting Documentation" to support/reflect the data discrepancy left in the comment.
 3. Select "Submit" when complete.

Data Discrepancy Notification to OUSF

Please provide a description in the "Provider Comments" box and upload any applicable documentation for all issues listed below. An OUSF representative will research and respond.

Provider Email: joseph@bridgerm.com

CAUSE NUMBER	CIRCUIT ID	CIRCUIT DISCONNECT DATE	TYPE OF SERVICE	BEGINNING SERVICE DATE
1		6/30/2024	WAN	6/1/2023
2		6/30/2024	WAN	6/1/2023

Provider Comments: The bandwidth is 500MB

Supporting Documentation: Drag file here or CHOOSE FILE(S)

Submit

3. Confirmation of the discrepancy submission will appear:

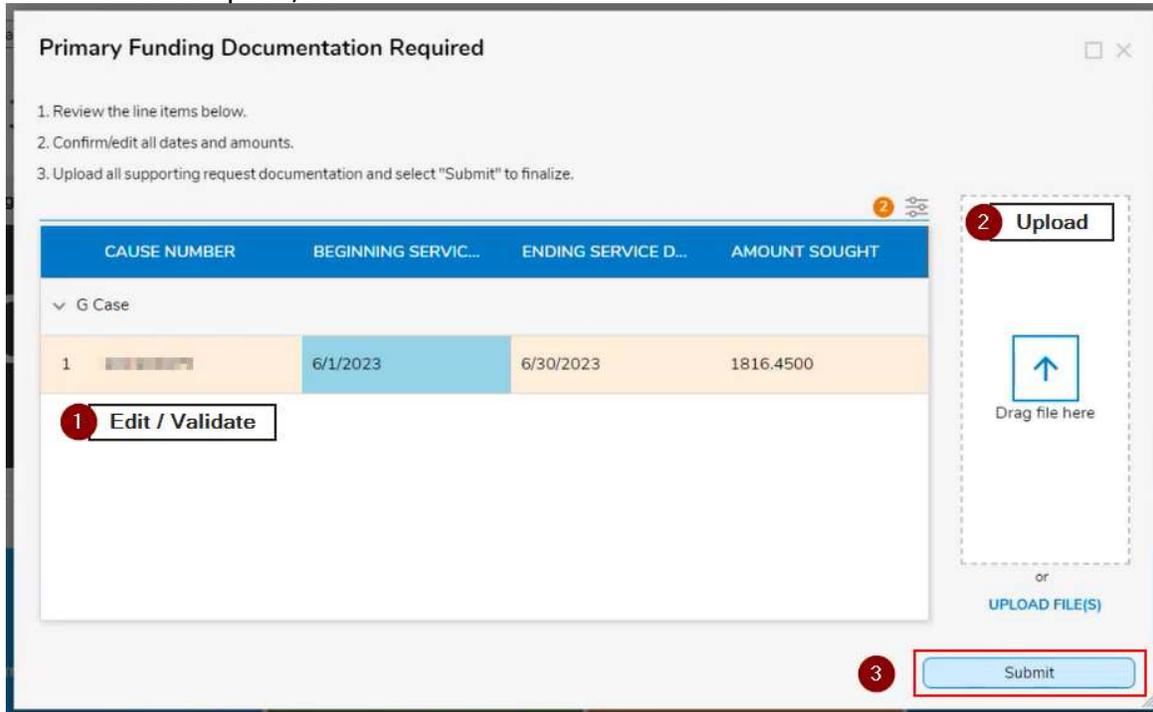
- Select "DISMISS" to close the confirmation box



NOTE: Notification does not alter the MPR submission, it only sends notice to OUSF. OUSF will research the discrepancy and respond. An email will be sent to the user and the OUSF inbox to document that the discrepancy has been submitted.

Primary Funding MPR Submission

1.
 1. Validate that the calculated funding amount is correct.
 - a. Edit dates and amounts, if necessary.
 2. Upload supporting documentation.
 - a. **NOTE:** MPR submission cannot be completed without uploading supporting documentation
 3. Once complete, select "Submit"



Primary Funding Documentation Required

1. Review the line items below.
 2. Confirm/edit all dates and amounts.
 3. Upload all supporting request documentation and select "Submit" to finalize.

CAUSE NUMBER	BEGINNING SERVICE D...	ENDING SERVICE D...	AMOUNT SOUGHT
1	6/1/2023	6/30/2023	1816.4500

1 Edit / Validate

2 Upload

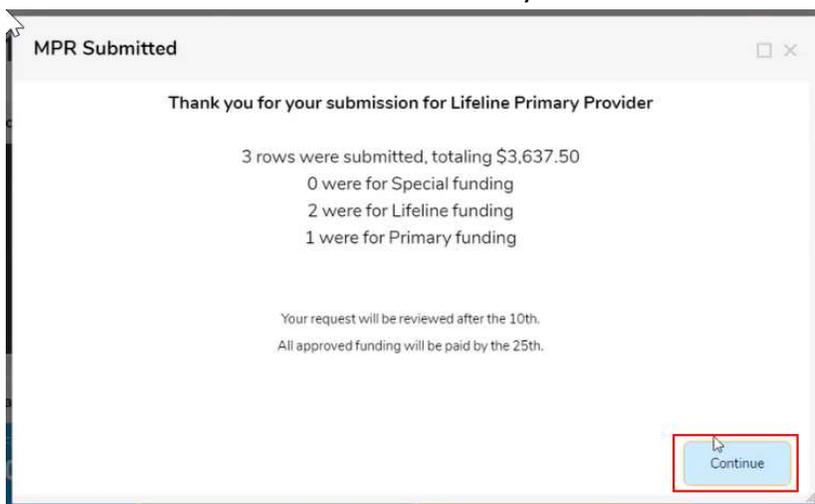
Drag file here

or

UPLOAD FILE(S)

3 Submit

2. After submission, the MPR Summary Box will pop up.
 - Press Continue to close Summary Box and return to the main Dashboard.



MPR Submitted

Thank you for your submission for Lifeline Primary Provider

3 rows were submitted, totaling \$3,637.50

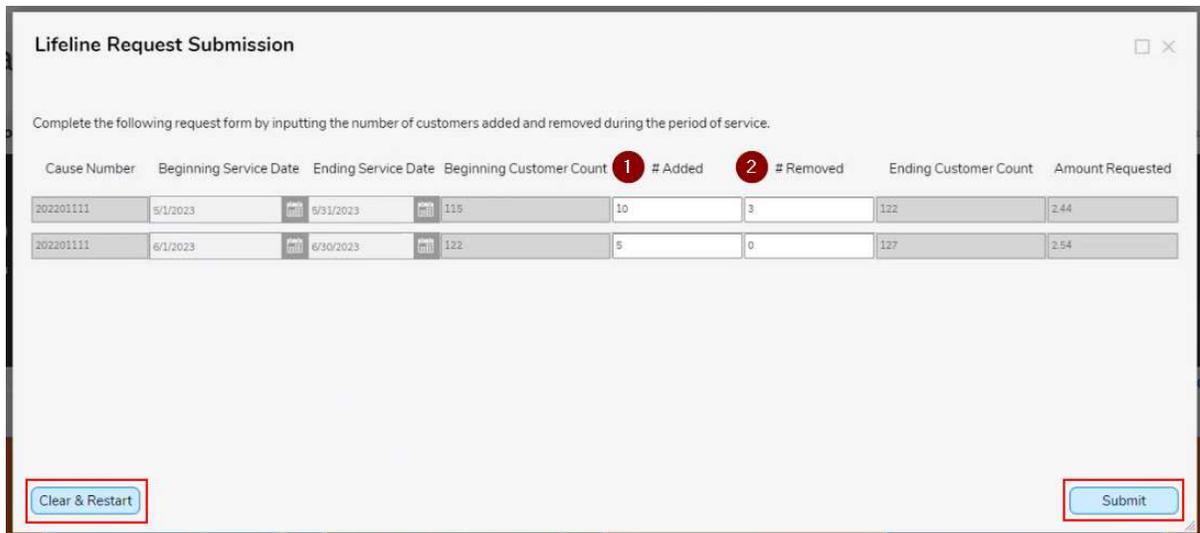
- 0 were for Special funding
- 2 were for Lifeline funding
- 1 were for Primary funding

Your request will be reviewed after the 10th.
 All approved funding will be paid by the 25th.

Continue

Lifeline Funding MPR Submission

1. Validate the following fields. Edit, as necessary:
 - Cause Number
 - Beginning Service Date – reflects the prior Month’s Beginning Service Date
 - Ending Service Date – reflects the prior Month’s Ending Service Date
 - Beginning Customer Count – reflects the prior Month’s Customer Count
 - Update the following fields:
 1. # Added: Enter the number of customers who have been added to funding since the prior month’s submission.
 2. # Removed: Enter the number of customers who have been removed from funding since the prior month’s submission numbers.
 - If the edited fields are incorrect, select “Clear & Restart” which will delete the entered numbers for all rows (# Added and # Removed).
 - Validate the following fields:
 - Ending Customer Count – reflects the customer count for the current month.
 - i.e.: Beginning Customer Count # + # Added - # Removed = Ending Customer Count
 - Amount Requested – reflects the approved OUSF Lifeline Funding Amount per customer multiplied by the Ending Customer Count.
 - Once complete, select “Submit”



Cause Number	Beginning Service Date	Ending Service Date	Beginning Customer Count	# Added	# Removed	Ending Customer Count	Amount Requested
202201111	5/1/2023	5/31/2023	115	10	3	122	2.44
202201111	6/1/2023	6/30/2023	122	5	0	127	2.54

2. After submission, the MPR Summary Box will pop up.
 - Press Continue to close Summary Box and return to the main Dashboard.

